

**Newport Public Library
Public Service Policy:
Borrowing Privileges**

Purpose: To establish guidelines for borrowing privileges at the Library.

A. Eligibility:

1. The Newport Public Library is a member of the Cooperating Libraries Automated Network (CLAN). By agreement all residents of communities that are members of CLAN are eligible for a card at the Newport Public Library upon presentation of proof of residency and identification.
2. Anyone whose residence in Newport shall be 1 (one) month or longer upon presentation of proof of residency and identification, will be issued a card good for the duration of residence at no charge.
3. An out of state resident upon presentation of identification may purchase for \$25 a card good for one year.

B. Requirements:

Adult Cards

Cards will be issued to those individuals who provide the library with accurate up to date information regarding their name and address. This must be verified by a photo identification or a piece of mail received at the listed address. All applicants for a library card must agree to accept responsibility for the materials borrowed from the library and for any fines or fees that may be assessed.

Young Adult Cards

Patrons between the ages of 13-16 must have an application for a card signed by their parent or guardian. If a parent or guardian is not present the application will be mailed to the address indicated. Parents must be willing to accept responsibility for the items borrowed on this card and for any fines or fees that may be assessed.

Children's Cards

Any child up to age 12 will be issued a card but a parent's or guardian's signature is required on the application authorizing the issuance of the card. Parents must be willing to accept responsibility for the items borrowed on this card and for any fines or fees that may be assessed.

C. Library cards are not transferable.

D. Lost cards and address changes must be reported immediately.

E. A card will be valid if information is kept up to date and fines and fees of more than \$5.00 have not accumulated.

F. Cards inactive for 3 years will be deleted from the file.

**Newport Public Library
Public Service Policy:
Circulation**

Purpose: A public library is an organization based on sharing. The following policy is designed to make the materials purchased for use by the entire community available for loan on an equal basis.

Borrowing:

A patron must be a CLAN borrower in good standing to borrow materials from the Newport Public Library.

Loan Periods

Loan periods shall be determined by the size of the collection and the demand for each particular type of item. There will be no charge for borrowing materials for the indicated time period.

Type Material	Length of Circulation
Books	21 days
Star Books	7 days
Non-Fiction and Children's Videos	21 days
New Videos, Feature Film Videos, DVDs	7 days
CDs, CD-ROMs, Audiocassettes	21 days
Children's, Young Adults and Large Print Periodicals	21 days
Adult Periodicals	7 days
Kits, Toys, Games, Puzzles	21 days
Museum Passes	7 days

Renewals

1. Twenty-one day items may be renewed for additional 21 day periods if they have not been placed on hold by another patron.
2. Seven day items may not be renewed.

Overdue Items

1. Items kept beyond the due date will be assessed fines at the following rates.

Fines

Books (Adult and Juvenile)	10 cents per day
Cassettes	10 cents per day
CDs	10 cents per day
Kits	10 cents per day
Periodicals	10 cents per day
Videos & DVDs (Adult and Juvenile)	\$2.00 per day
CD-ROMs	\$2.00 per day
Museum Passes	\$2.00 per day

- 2 Maximum fine on any item is the price of the item.

3. If overdue items are returned within one year of the due date only fines plus postage will be incurred. After one year, replacement.

Notices

1. Once the items are overdue for three weeks a reminder notice will be mailed.
2. A reminder call will be made if an item is six weeks late.
3. A final notice will be printed when materials are another six weeks overdue. This final notice will include:

A letter including information about General Law 11-41-14 and Chapter 666.05 Ordinances of the City of Newport informing the patron that the matter will be referred to the Newport Police Department, if the material is not returned within sixty days.

A bill for replacement costs of non-returned materials.

Loan Limits

1. Reference books, Sargent Special Collections Room materials, current issues of periodicals, newspapers, and microforms do not circulate.
2. Any reasonable number of books or periodicals may be checked out by adults or children, but the library reserves the right to limit the number of books on any subject, if demand warrants the limit.
3. There is a limit of four videos or DVDs per card.
4. There is a limit of one CD-ROM per card.

Lost or Damaged Materials

1. Charges will be assessed for items lost or damaged while checked out to a borrower. These charges are based on the replacement cost of the particular item.
2. Refunds of replacement charges will be made if the lost item is returned within ninety days of payment and the receipt issued at time of payment is presented.

Loss of Borrowing Privileges

The Library reserves the right to revoke borrowing privileges of any patron owing fines of \$5.00 or more or who has an outstanding bill for non-returned materials.

Other Loans

Holds

1. Circulating books in the CLAN database may be placed on hold. This includes books owned by other member libraries. Holds may be placed on videos, recorded books, cassettes, and CDs.
2. Holds may not be placed on CD-ROMs, feature films, new videos, new adult cassettes, new CDs, new audiobooks, museum passes, adult periodicals, Star Books, toys, games and puzzles.

Inter-Library Loans

Books and other print library material, not available through CLAN, may be borrowed through the Inter-Library Loan system and are subject to the rules and regulations of that system. This system is accessed in the Reference Department.

Revised April 20, 2006

**Newport Public Library
Public Service Policy:
Hours of Service**

Purpose: To establish hours of service to the public.

Policy: The library shall be open at least 60 unique hours per week.

1. Regular Hours of Service:

Monday	12:30 p.m. to 9:00 p.m.
Tuesday – Thursday	9:30 a.m. to 9:00 p.m.
Friday – Saturday	9:30 a.m. to 6:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m. (October – May)

Summer Hours (End of school year until the week after Labor Day week)

Monday	11:00 a.m. to 8:00 p.m.
Tuesday – Thursday	9:00 a.m. to 8:00 p.m.
Friday – Saturday	9:00 a.m. to 6:00 p.m.

2. Holidays

The library will be closed on the following legal holidays:

New Year's Day, January 1
Martin Luther King Day, third Monday in January
President's Day, third Monday in February
Memorial Day
Independence Day, July 4
Victory Day, second Monday in August
Labor Day, first Monday in September
Columbus Day, second Monday in October
Veteran's Day, November 11
Thanksgiving Day, fourth Thursday in November
Christmas Eve, December 24
Christmas Day, December 25
New Year's Eve, December 31

The library may be closed on additional holidays declared on special occasions by the President of the United States, the Governor of Rhode Island, or another official but only with prior approval of the Board of Trustees.